



**Event Assistant Internship | Now Hiring**  
*Application Deadline Friday, September 9<sup>th</sup>, 2022*

**The MSBA (Missouri School Boards' Association) Story:** MSBA is Missouri's preeminent public education association. Starting from humble beginnings in the late 1950s, we have grown into the top private, not-for-profit, education-related group in the Show-Me State with about 50 highly motivated and talented employees. MSBA is the only organization in Missouri established by and governed by local school board members.

Our motto is "Helping School Boards Ensure All Students Succeed." We achieve that goal through the numerous services we provide to local school districts. These services include school board member training, writing and revising district policies, providing legal advice, helping districts hire the best superintendents, making sure Missouri schools stay safe, and advocating for public schools in our state capital. We are the most-quoted association in Missouri media on education topics and seen as the foremost leader on Missouri public education issues.

The goal of all this work is to ensure success for Missouri's 900,000 public education students. Strong local school boards make sure that students reach their full potential.

**Our Office** is located at 2100 I-70 Drive Southwest Columbia, MO 65203

*The majority of your internship experience will be remote and in Kansas City, MO (event location)*

**Our Event and Marketing Team** your main contact and supervisor will be Anne Tegerdine, Director of Events. You will also take direction from Kelly Francis, Sharon Horbyk, and Sarah Devoto who make up our team.

**Ideal Event Assistant** has a professional and friendly demeanor, an easygoing/go with the flow attitude, and a willingness to learn. This individual has excellent problem-solving skills, is independent, and excels in creativity and design. Overall, this person has a love and natural want for perfection and attention to detail and an interest in event planning, as well as an interest in marketing and networking. They are able to take direction and do exactly as directed by others, providing feedback and ideas as needed. They are dependable and looking for an opportunity that will strength their resume and provide them with real-world experiences.

**The Internship Position** is per event, currently we are hiring for our Annual Conference in Kansas City on November 2<sup>nd</sup> – 5<sup>th</sup>. Interns would be expected to be onsite during conference in Kansas City in professional attire ready to work. During conference, workdays will begin as early as 7:00 am and end as late as 10:00 pm. Tasks will range from, but not be limited to: set up, badge scanning, creative tasks, lifting 50 lbs or less, clean up, registration/help desk, technology assistant and general event duties. Prior to conference interns will be required to attend an in-person orientation and a pre-conference meeting both held at our Columbia office. Between those meetings miscellaneous tasks may be assigned as needed by MSBA, mutually agreed upon.

**Schedule** will be given at orientation and confirmed at the pre-conference. When applying please be sure you are 100% available November 2<sup>nd</sup>-5<sup>th</sup>. Applicants will not be hired if you're not available those dates.

**Compensation** the event assistant internship opportunity is unpaid. Interns will be provided with a travel stipend for gas/mileage to and from conference in Kansas City, overnight accommodations (with intern roommate) and all meals during conference. Assuming you fulfill your responsibilities and duties you will receive a letter of recommendation from Anne Tegerdine and are welcome to use your experience on your resume.

**Apply** via email to Anne Tegerdine at [tegerdine@mosba.org](mailto:tegerdine@mosba.org) attach your resume as a PDF with the subject line being "Event Assistant Internship". Resumes will be reviewed, and video interviews will take place in mid-September.